TOWN OF GRIMSBY

BUILDING DEPARTMENT

HELPING GRIMSBY BUILD BETTER

A GUIDE FOR **NEW HOUSES**

Grimsby's Building Division is here to help you accomplish your dream project.



WHY DO I NEED A PERMIT?

The purpose of a Building Permit is to ensure that zoning requirements, fire and structural safety standards and other building standards are met.

A Building Permit legally authorizes you to start construction of a building project in accordance with approved drawings and specifications.

Building Permits are reviewed for compliance with:

- Ontario Building Code.
- Grimsby's Zoning By-law.
- Grimsby's Site Alteration By-Law.
- Other applicable provincial and municipal regulations.

WHEN DO I NEED A PERMIT?

In the Ontario Building Code a House is defined as a detached house, semi-detached house or row house containing not more than two *dwelling units*.

The Ontario Building Code requires minimum room sizes and minimum standards in order to identify a building as a house. Once a structure is greater than 10m² or requires plumbing than a building permit is required.

THREE IMPORTANT REQUIREMENTS WHEN PLANNING YOUR PROJECT

ZONING BY-LAW

When choosing the best location and size for your structure you will need to comply with Grimsby's Zoning By-Law.
The Zoning By-Law:

- Prevents overcrowding land.
- Distinguishes land use.
- Maintains consistency within your neighbourhood.

GRADING AND DRAINAGE

When planning your construction project you need to identify how your property will collect and convey surface water to a suitable outlet.
Your construction project should:

- Prevent water from damaging buildings and adjacent properties.
- Help keep a dryer yard year round.
- Prevent potential civil litigation for property damages.

BUILDING CODE

Building codes are the minimum design and construction requirements to ensure safe and resilient structures.
The Building Code is made to:

- Increase public health and safety.
- Make buildings stronger and longer lasting.
- Prioritize sustainability.

CONTACT US 905.309.2022 building@grimsby.ca

BUILDING PERMIT APPLICATION CHECKLIST FOR NEW HOUSES

(DETACHED, SEMI-DETACHED, ROW HOUSES, ETC.)

PROVIDED	NOT APPLICABLE	OUTSTANDING	All drawings shall be to scale, dimensioned and provide sufficient information that describes the extent of proposed work. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED FOR PROCESSING
			PERMIT APPLICATION FORMS
			Completed Building Permit Application
			Completed Schedule 1 "Designer Information Form" (Architectural and Mechanical)
			Waterpipe Sizing Form
			Energy Efficiency Design Summary
			PERMIT FEES
			Permit Fees: Calculated and collected at time of permit issuance
			LEGIBLE AND SCALED CONSTRUCTION DRAWINGS
			Site/Grading Plan - Shall include but is not limited to: Existing and proposed conditions, distances between buildings and property lines, driveways, surrounding streets, landscaped areas, municipal address, service locations, easements and north arrow. Site plan to include drainage characteristics such as swales, elevations, downspout locations and watershed direction indicators.
			Foundation Plan - Show all proposed footing locations with dimensions, sizes and footing depths. If using helical piers, supporting engineering and CCMC approval will be required.
			Floor Plan - Provide all proposed floor layouts, label rooms, and provide sufficient dimensions. Identify all structural components including, but not limited to the materials and sizes of wall assemblies, floor joists, columns and beams. If using pre-engineered floor joists, provide floor joist design package from manufacturer that is stamped and sealed by a professional engineer.
			Roof Plan - Show all roof dimensions, include sizes and material of rafters, ridge support, ceiling joists, beams and columns. If using pre-engineered trusses, provide truss design package from manufacturer that is stamped and sealed by a professional engineer.
			Elevations - Show all sides, window and door dimensions, building heights and downspout locations.
			Cross Section - Identify footing, foundation, garage floor construction, wall construction, roof construction, beam sizes for carports and garage door openings
			H.V.A.C. Design: Heat loss/heat gain calculations, duct layout and ventilation summary required.
			APPLICABLE LAW AGENCY CONTACT INFORMATION
			Planning: Questions related to building heights, building setbacks , lot coverage percentages, permitted uses, heritage protection or conservation protection jurisdiction please contact our planning department at 905-309-2019 or by email at planning@grimsby.ca.
			Public Works: Questions related to municipal grading guidelines, water/sewer connections, or driveway access please contact our Public Works Engineering Division at 905-945-9634 ext. 2014 or by email at sdowney@grimsby.ca

Plans Examiner Comments:

Applicant's Name	Applicant's Signature	Date

This form summarizes the minimum required information to be submitted, in support of a building permit application, in accordance with the Building Code Act and the Town of Grimsby's Building By-Law. Every attempt has been made to provide a complete list. However, should the requirement for additional documents and/or approvals be determined during the processing of this application you will be notified. Applications that do not have all the required documents and forms are considered "incomplete" and are not subject to timelines specified in the Ontario Building Code, if any item in this checklist is required and not submitted then the application is deemed incomplete.